

<p style="text-align: center;">WIA Local Plan Phase 1 and 2 Follow-up Monitoring Guide Program Year 2005</p>
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IDENTIFYING DATA

WDA _____ Date of Review _____

DWS Staff Reviewer(s) _____

WDB Staff Interviewed _____

PURPOSE

The purpose of the WIA Local Plan Phase 1 and 2 Follow-up Monitoring Guide is to determine whether the plans developed as outlined in the Phase 1 Local Plan Guidelines are being implemented in accordance with the provisions of WIA Rules and Regulations and as stated in the Phase 1 Local WIA Plan. The Phase 2 questions are for follow-up and technical assistance.

ONSITE REVIEW activities focus on implementation of major program activities from the Phase 1 Local Plans and Phase 2 technical assistance. Onsite review is complemented and supplemented by ongoing activities throughout the program year, such as plan reviews and attendance at local meetings.

DESK REVIEW of WIA activities should be used to review existing information prior to conducting the onsite review with the objective of identifying particular issues and concerns that may need attention or discussion during the onsite review.

Sources of Information for the desk review:

1. Related parts of the WIA Local Plan Phase 1 and 2;
2. Local policies related to the WIA Program;
3. WIA participant data in ASSET;
4. PY05 quarterly performance reports.

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Related Parts of the WIA Local Plan Phase 1

In answering these questions, refer to the responses submitted in the Phase 1 WIA Local Plan.

1. How is the One Stop Operator(s) giving priority to veterans and veterans' spouses as required in TEGL 5-03 and DWD Policy Update 04-03? (VI.A.1.b)

2. What service strategies has the WDB undertaken to treat women as a targeted population and focusing its efforts on assisting women to obtain higher paying and equitable jobs? (VI.A.5)

3. Describe what the WDB has done to target services toward out-of-school youth. (VI.E.4)

4. What has the WDB done to increase the opportunities for participation of faith-based and community organizations as committed and active partners in the One-Stop delivery system? (VI.G.1)

5. What activities has the WDB taken to expand the access of faith-based and community organizations' clients and customers to the services offered by the One-Stops in the Workforce Development Area? (VI.G.2)

6. What has the WDB done to focus its follow-up services to emphasize retention strategies or how has the WDB changed its program services that are provided during program participation to ensure retention success before participants exit the program and become harder to reach? (VIII.C)

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WIA Local Plan Phase 2

These Phase 2 questions provide follow-up and technical assistance.

1. Describe the continuous improvement process the WDB has undertaken to ensure that the local One-Stop System and access to the local One-Stop System will be improved.

2. Discuss the implementation and status of the Wisconsin Forward Award, Inc. Baldrige Express assessment of their WDB. *Note: WDBs in progress, WOW, Fox Valley, North Central, Northwest, West Central, Western, South Central and Southwest.*

3. Describe the WDB's plan to provide WDB and Job Center staff with the opportunity to receive the National Association of Workforce Development Professionals (NAWDP) credential.

4. Describe the business services the WDB currently offers to businesses for a fee.

5. Describe the services the WDB currently offers to participants for a fee.

6. Describe the WDB's plan for targeting 35 percent of their formula funds on training and training supports.

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OBSERVATIONS AND CONCLUSIONS

Use this form to summarize issues and concerns. To the degree possible, note recommendations and follow-up steps to be taken, along with how this will be accomplished, in particular, as well as any technical assistance needs identified.

1. Based on the interview, are there any concerns about the WDA's Phase 1 or 2 WIA Local Plan?

2. Were any problems, issues, or technical assistance needs identified for either Phase 1 or Phase 2?

3. Are there any best practices that could be shared with other WDAs?

4. What are the recommended actions?

5. Is follow-up required? If so, when?

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Summary of Review

WDA _____ Date of Review _____

DWS Staff Reviewer(s) _____

WDB Staff Interviewed _____

Summary and Observations. Summarize the strengths (including best practices) and weaknesses identified.

Follow Up Needed.

Technical Assistance Needs. Identify technical assistance needs of the WDB or program provider.